

# **Guidelines and Procedures for Processing Requests related to STAA Vehicles**

**January 31, 2012**

## **I. Purpose**

These guidelines and procedures exist to clarify the steps necessary to verify, review, evaluate, process, and approve/deny requests for reasonable access and designations for Surface Transportation Assistance Act (STAA) dimensioned vehicles. The movement of these types of vehicles on routes other than the [National Network](#) is covered by general statutes ([§20-115.1](#) and [§20-116](#)) and the administrative code ([19A.02E.0426](#)).

## **II. Definitions**

### ***A. Overview***

**Surface Transportation Assistance Act (STAA)** – An act passed in 1982 by the federal government governing the movement of trucks and trailers with specific combinations, lengths, or widths.

**STAA-Dimensioned Vehicle** – The following vehicle combinations are defined as STAA-dimensioned vehicles:

- Type A - Truck tractor semi-trailer (TTST) vehicle combinations with semi-trailer lengths exceeding 48 feet but not exceeding 53 feet
- Type B - Truck tractors pulling two trailing units (trailer and semi-trailer) with trailer and semitrailer lengths not exceeding 28 feet (1983 or newer models) or trailer and semitrailer lengths not exceeding 28.5 feet (1982 or older models) – also called “twins” or “twin trailers”
- Type C - Truck tractor semi-trailer (TTST) vehicle combinations with semi-trailer widths exceeding 96 inches but not exceeding 102 inches

**Reasonable Access** – The condition where STAA-dimensioned vehicles have access to terminals and services (fuel, food, lodging, repairs, etc.) within a specified distance from the North Carolina Truck Network. These vehicles are provided up to one road mile from the [National Network](#) by the federal government, and up to three road miles from the [North Carolina Truck Network](#) by North Carolina, provided the routes are safe.

**Terminal** - Any location where freight either originates, terminates, or is handled in the transportation process, or where commercial motor carriers maintain operating facilities (i.e. factories, plants, warehouses, distribution centers, shopping centers, etc.).

## **B. Route Types**

**Designated Route** – A route approved for use by one or more types of STAA vehicles (see “Gray Line” and “Red Line”). Interstate routes are automatically approved for use by all types of STAA vehicles. Routes not already designated on either the [National Network](#) or the [North Carolina Truck Network](#) must go through a designation process to become part of one, or both, of these networks. Designated routes follow the route name and not the pavement, so if a route is moved then the designation is also moved.

**Federal Aid Primary (FAP) System** – The Federal Aid Primary System was replaced by the National Highway System in 1991.

**National Highway System (NHS)** – This system replaced the Federal Aid Primary System in 1991.

**National Network (NN)** – The network routes available to all types of STAA vehicles either designated by the United States Secretary of Transportation, or designated by North Carolina and submitted to, and approved by, the United States Secretary of Transportation. All [National Network](#) routes are on the [North Carolina Truck Network](#). All new interstate routes are automatically added to the National Network. Other routes designated by NCDOT for use by all types of STAA vehicles may be elevated to [National Network](#) status.

**North Carolina Truck Network (NCTN)** – The network of routes in North Carolina, which includes the [National Network](#), where at least one type of STAA vehicle may travel.

**Reasonable Access Route** – A reasonable access route is a route approved for use by a specific type or types of STAA vehicles, to travel to a specific terminal. Reasonable access routes are specific to the destination and, therefore, follow the pavement and not the route name so if a route is moved the reasonable access does not move. This may also be referred to as a “terminal specific access” route. Only terminal officials and truck operators may apply for reasonable access.

**Short-Cut Route** – A route connecting two or more [National Network](#) routes. Routes connecting two or more non-National Network routes, and routes connecting a National Network route and a non-National Network route, are not considered short-cut routes.

**State Highway System (SHS)** – The network of roads in North Carolina composed of interstate (I), primary (US and NC), and secondary (SR) routes.

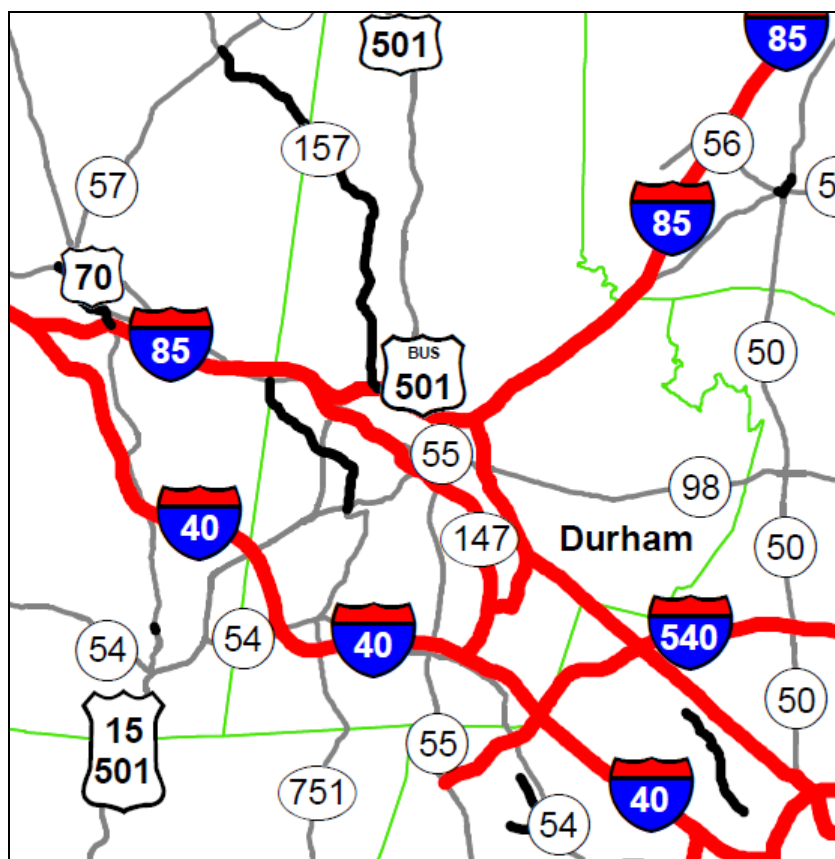
### C. *Map Route Classifications*

**Black Line (bold)** – A primary or secondary route that has a truck restriction, which may affect one or more types of STAA vehicles.

**Blue Line (dashed)** – A route approved for use by type “A” vehicles. Blue lines were not on the National Network and only began showing up on the [North Carolina Truck Network](#) on September 1, 2008 as a result of [Session Law 2008-221 \(Senate Bill 1695\)](#). Blue lines were a temporary condition and were under investigation by NCDOT for restrictions. However, the deadline for investigating these routes was May 31, 2009 and they were removed from the map effective December 22, 2011.

**Gray Line** – A route statutorily approved for use by type “A” vehicles. Primary routes not on the National Network, but on the Federal Aid Primary system as of June 1, 1991, were automatically designated as gray lines on the [North Carolina Truck Network](#) in February 2008 due to an advisory ruling by the North Carolina Attorney General’s office. All other primary routes not already designated as red or gray lines automatically became gray lines (unless restrictions were put in place) on September 1, 2008, due to the passage of [Senate Bill 1695](#).

**Red Line** – A route approved or designated for use by all types of STAA vehicles. Red lines are a part of the [North Carolina Truck Network](#), and may be a part of the [National Network](#). Routes are automatically identified as red lines if on the [National Network](#), but not all red lines are part of the [National Network](#). A route designated as a red line by NCDOT may only be on the [National Network](#) if submitted to, and approved by, the United States Secretary of Transportation.



### **III. Requests for Reasonable Access**

#### ***A. Application – Receipt and Processing***

Individuals requesting reasonable access beyond three road miles from the [North Carolina Truck Network](#) must submit a signed [application](#) to the State Traffic Engineer for each route being requested. Each [application](#) must indicate the type(s) of vehicles for access, the specific route and destination (road names, addresses, etc.), applicable maps, and contact information (names, emails, phone numbers, etc.) of the requestor. Only terminal officials and truck operators may apply for reasonable access, and an [application](#) shall only be considered received when dated by the STAA Program Coordinator. [Applications for reasonable access](#) are available on the internet.

[Application](#) processing shall be completed within five (5) business days, beginning the first full business day following receipt of the application.

1. Indicate the date the [application](#) is received, and log it in.
2. Review the [application](#) to make sure all required information has been provided. This includes origination and destination locations and addresses, map(s), requestor name and contact information, and signature. Incomplete applications will be returned to the requestor.
3. Compare the application map with the STAA map for impacts by approved routes, designated routes, truck restrictions, and/or the three miles reasonable access limit.
4. Research the STAA database for prior requests, approvals, and/or denials, and search TEAAS for existing reasonable access routes.
5. Electronically scan the entire [application](#) (including maps) into a color PDF document. Email it to the appropriate Regional Traffic Engineer(s) and carbon copy the regional support engineers, regional safety engineers, regional processing assistants, and the appropriate Mobility and Safety Field Operations Engineer. Be sure to request a return receipt.

#### ***B. Route and Terminal Verification***

A verification process is required to determine if an [application for reasonable access](#) contains all necessary information for a safety evaluation of the requested route. This step shall be completed within ten (10) business days, beginning the first full business day following receipt of the email requesting verification of the reasonable access route. This step is only to verify that a complete, accurate, and continuous route has been provided and understood, and that no safety investigation or response development is required at this point.

1. Ensure that terminals provide a well defined loading/unloading area and an adequate turnaround site. **Reasonable access shall not be approved for terminals where trucks must load/unload in the road or on the shoulder, or where trucks must turn around in the road.**
2. If the request for reasonable access is initiated by a delivery entity and not from a destination terminal, then the specific destination terminal shall be contacted to verify the desire of

deliveries or pick ups by the requestor. **Reasonable access shall not be approved for routes where terminals do not desire deliveries or pick ups from the requestor.**

3. Review the [application](#) and the origination and destination points. Verify, using local regional knowledge and route familiarity, that the requested route is complete, accurate, and continuous between the origination and destination points.
4. Identify and inventory all state maintained roads and their associated local names between the origination point to the destination point (a simple list is fine – see example at bottom).
5. If necessary, contact the requestor for additional information or to discuss potential alternate routes. Be sure to carbon copy the STAA Program Coordinator on any contacts.

**Note 1 – Minimal contact should be sufficient for additional information or clarification.**

**Note 2 – Even though alternate routes (for whatever reason) may be identified, suggested, and discussed with the requestor, the originally requested route can not be changed without approval by the requestor.**

**Note 3 – If, by the end of the ten (10) business day period, clarification has not been provided or the requestor has not returned attempted contacts, then email the STAA Program Manager with this information, and the application will be considered unverified and incomplete and nothing further is required at this time.**

6. Once the route has been verified, email the STAA Program Coordinator with the following:
  - Application number
  - A statement that the terminals have well defined loading/unloading areas and adequate turnaround sites
  - A statement that the destination terminals desire deliveries and/or pick-ups from the requestor (if the request was initiated by a delivery entity)
  - A statement that the route description is complete, accurate, and continuous
  - Any additional statements regarding the requested route and/or comments/clarifications from the requestor (as needed and if applicable)
  - A list of counties and cities (if any) affected by the route
  - A list of newspapers regularly circulated in the affected area recommended for public notices
  - An description of the route, by county, using state maintained roads and their local names, as indicated by the following example:

*Surry County: NC 752 between I 77 and US 601, US 601 between NC 752 and NC 268, NC 268 between US 601 and SR 1003 (Siloam Road), SR 1003 (Siloam Road) between NC 268 and the Hardy Brothers Inc. terminal located at 2916 Siloam Road.*

### **C. *Public Notice***

Public notice of the request for reasonable access shall be published in a newspaper regularly circulated in the affected area(s) – such newspapers shall be recommended by the Regional Traffic Engineer(s). The public notice shall state the requested routes and terminals, and state that all comments are requested to be submitted by a date of approximately thirty (30) calendar days following the anticipated second (last) publication date (see item 3, below).

Public notice of each application by the NCDOT is required by the North Carolina Administrative Code ([NCAC 19A.02E.0426 \(2\)\(c\)\(iv\)](#)). However, since approval of reasonable access generally benefits only a single entity (company or individual) and does not necessarily meet a public convenience or need, the requestor shall publish public notice of the request. The following shall be provided to the requestor by the STAA Program Coordinator:

1. Wording for the public notice (including route(s), terminal(s), appropriate NCAC wording, and a closing date for comments)
2. Name of the newspaper(s) regularly circulated in the affected area(s) of the State (recommended by the Regional Traffic Engineer)
3. Guidelines for publishing the public notice (including requirement that the public notice be published on the same day for two consecutive weeks, they have two weeks to contact the newspaper(s), have the public notice published by no later than four weeks from receipt of the wording for the public notice, and submittal of an “affidavit of publication” from each newspaper along with a copy of the public notice following publication)

Following publication of the public notices, the requestor shall submit a copy of each notice, and an “affidavit of publication” from each newspaper indicating the dates of the notice, to the STAA Program Coordinator.

### **D. *Application – Fully Completed***

An application must be declared to be “fully completed” to initiate the mandatory 90-day response period, as required by the North Carolina Administrative Code ([NCAC 19A.02E.0426 \(2\)\(c\)\(vii\)](#)). An application shall be considered “fully completed” when the verification has been received, confirmed, and dated by the STAA Program Coordinator (Step B, above), and when NCDOT has verification that public notice of the request has been completed by the requestor (Step C, above).

This step should be completed within two (2) business days of receipt from the requestor of verification of the “affidavit of publication” of public notices.

1. Indicate the date the [application](#) is verified (the email received from the regional office will serve as confirmation of verification) and the date of receipt of the “affidavit of publication”. At this point, the [application](#) is considered “fully completed” and a response is due in 90 calendar days.
2. Indicate on the [application](#) and in the database a required response date that is 90 calendar days from the verification date.
3. Initiate the review and evaluation process.

## ***E. Review and Evaluation***

The Transportation Mobility and Safety Division shall have ninety (90) calendar days, once an [application](#) is considered fully complete, to approve or deny a request for reasonable access and inform the requestor and appropriate law enforcement officials of the approval or denial. During the ninety calendar-day period, the following should occur in order to review and evaluate the request. For steps 1-5, the standard distribution (carbon copy) list is as follows:

- Board of Transportation member(s)
  - Secretary of Transportation
  - Highway Administrator
  - Chief Engineer – Operations
  - State Traffic Engineer
  - State Traffic Safety Engineer
  - Mobility and Safety Field Operations Engineer(s)
  - Regional Traffic Engineer(s)
  - Division Engineer(s)
  - Division Operation Engineer(s)
  - Division Traffic Engineer(s)
  - Traffic Safety Systems Engineer
  - Highway Safety Improvement Program Engineer
1. The requestor shall be notified that their [application](#) has been received and verified by a date of no later than ten (10) business days of the first day of the ninety calendar-day period. The letter shall be from the STAA Program Coordinator to the requestor with copies being sent to the standard distribution list.
  2. The State Highway Patrol (SHP) shall be notified of the request for reasonable access. The letter shall be from the STAA Program Coordinator to the Colonel with copies being sent to the standard distribution list and additional copies being sent to the SHP's Director of Motor Carrier Enforcement and Special Operations and the SHP's Motor Carrier Enforcement, Size and Weight Division. Written comments shall be requested to be submitted by a date of no later than sixty (60) calendar days of the first day of the ninety calendar-day period.
  3. All counties that the requested route passes through shall be notified of the request for reasonable access. The letter shall be from the STAA Program Coordinator to the County Board of Commissioners in care of the County Manager with copies being sent to the standard distribution list. Written comments shall be requested to be submitted by a date of no later than sixty (60) calendar days of the first day of the ninety calendar-day period.



4. If the requested route passes through the corporate limits of any municipalities, then those municipalities shall be notified of the request for reasonable access. The letter shall be from the STAA Program Coordinator to the governing body of the municipality (City Council, Town Council, Board of Aldermen, etc.) in care of the City/Town Manager with copies being sent to the standard distribution list and an additional copy being sent to the mayor. If the municipality does not have a City/Town Manager, then the letter shall be in care of the Chief of Police or, if no Chief of Police, then to the Mayor. Written comments shall be requested to be submitted by a date of no later than sixty (60) calendar days of the first day of the ninety calendar-day period.
5. On receiving a copy of the notification letter from the STAA Program Coordinator to the requestor, the Highway Safety Improvement Program Engineer will initiate expedited crash, crash rate, and critical crash rate analyses of the requested route(s) and send the information directly to the appropriate Mobility and Safety Field Operations Engineer(s) and the appropriate Regional Traffic Engineer(s) by a date of no later than thirty-five (35) business days of the first day of the ninety calendar-day period.
6. On receiving a copy of the notification letter from the STAA Program Coordinator to the requestor, the appropriate Regional Traffic Engineer(s) shall initiate a field investigation of the requested route (see the most current version of the “STAA Field Investigation Procedures”). If a requested route affects multiple regions, the region with the majority of the route will be responsible for coordinating and/or conducting the entire field investigation. Field investigations shall be concluded by a date of no later than fifty (50) business days of the first day of the ninety calendar-day period.

**NOTE – If loads and/or trailers are wider than 102 inches (8.5 feet), then the entire route, including the initial three miles, shall be reviewed for safety and capacity for both length and width. However, a test vehicle is not required for any reviews within the initial three miles.**

7. The Regional Traffic Engineer (or, if multiple regions are affected, the Regional Traffic Engineer with the majority of the route within their region) shall submit a formal and written recommendation, with appropriate supporting documentation, to the State Traffic Safety Engineer with copies going to other affected Regional Traffic Engineer(s), if any, appropriate Mobility and Safety Field Operations Engineer(s), and the STAA Program Coordinator. Recommendations shall be received by the STAA Program Coordinator by a date of no later than fifty (50) business days of the first day of the ninety calendar-day period.
8. The State Traffic Safety Engineer shall, by signature and date, concur with, or change, recommendations made by the Regional Traffic Engineer by a date of no later than five (5) business days following receipt of the recommendations.
9. The State Traffic Engineer shall review and concur with, or change, recommendations made by the Regional Traffic Engineer and the State Traffic Safety Engineer.
10. The STAA Program Coordinator shall prepare a final response to the requestor from the State Traffic Engineer and have it sent out by a date of no later than five (5) business days of the State Traffic Safety Engineer’s review.



## ***F. Approval or Denial***

1. The requestor shall be notified by letter once a request has been approved or denied. Approvals of requests may be conditional (i.e. – time of day, day of week, seasonal, etc.), but any conditions shall be based on safety considerations. Denials of requests shall only be based on safety considerations, and all denials must include the reason(s) for the denial. The letter shall be from the State Traffic Engineer to the requestor with copies being sent to the standard distribution list in the previous section and additional copies being sent to the Colonel of the State Highway Patrol, the SHP's Director of Motor Carrier Enforcement and Special Operations, the SHP Motor Carrier Enforcement's Size and Weight Division, appropriate County Managers, and appropriate City/Town Managers (or other, as needed, if the requested route passes through the corporate limits of municipalities). If approved, additional copies shall also be sent to the Director of Preconstruction, the Director of Asset Management, the Safety Planning Engineer, and the Safety Evaluation Engineer. The notification letter shall have the following information:
  - Name of Company or Individual
  - Type of approved/denied vehicle combination (53-foot trailer, twin trailer, or both)
  - Statement of approval or denial
  - Reason(s) for denial (if denied)
  - Description of reasonable access route including terminals or NN/NCTN connection
  - Date of approval/denial
  - Conditions (if applicable) such as time of day, day of week, etc.
  - Signature of the State Traffic Engineer
  - Tracking number (project number, reasonable access request number, etc.)
2. If the route (or portion thereof) is denied and no truck restriction currently exists, Regional Traffic Engineers shall submit truck restriction ordinance(s) for the route, or each portion thereof, where the safety issue(s) exist based on the specific reason(s) leading to the denial – see [ordinance Chapter 5 \(Truck Ordinances\)](#) for additional information.
3. If reasonable access is approved for any roadway segments where truck restriction(s) exist then Regional Traffic Engineers shall rescind or rewrite the truck restriction ordinance(s) to eliminate any conflicts with the reasonable access – see [ordinance Chapter 5 \(Truck Ordinances\)](#) for additional information.
4. The STAA Program Coordinator shall ensure that any routes approved for reasonable access are entered into the ordinance system as a reasonable access route for the approved STAA vehicle type(s) – see [ordinance Chapter 5 \(Truck Ordinances\)](#) for additional information.
5. The STAA Program Coordinator shall ensure an updated [North Carolina Truck Network](#) map and/or an updated [truck restriction table](#) is/are loaded onto the internet, if needed.
6. The STAA Program Coordinator shall have a news release issued by the [Communications Office](#) for any approved reasonable access routes.
7. The STAA Program Coordinator shall TECO all related WMS orders.

## **IV. Requests for Designation**

### ***A. Requests***

Routes may be designated for use by one or more types of STAA-dimensioned vehicles by the Department or at the request of individuals. Designations should be logical extensions of the current [North Carolina Truck Network](#). Requests for designation of a route must include a signed [application](#) to the State Traffic Engineer that indicates the type(s) of vehicle combinations for designation, the specific route to be designated, the terminal (beginning and ending) routes or locations, applicable maps, and contact information (name, email, phone numbers, etc.). An [application](#) shall only be considered received when dated by the STAA Program Coordinator. [Applications for route designations](#) are available on the internet.

Note – The STAA Program Coordinator shall open a [WMS Order](#) when an application is received.

### ***B. Verification***

The verification process is required to determine if the information on the [application](#) is complete and correct. A maximum of thirty (30) business days will be allowed for verification, and each [application](#) will have the date of verification indicated on it.

### ***C. Review and Evaluation***

Following verification of an [application for designation](#), the Transportation Mobility and Safety Division shall complete the following to review and evaluate the request. For steps 1-5, a standard distribution (carbon copy) list is as follows:

- Board of Transportation member(s)
  - Secretary of Transportation
  - Highway Administrator
  - Chief Engineer – Operations
  - State Traffic Engineer
  - State Traffic Safety Engineer
  - Mobility and Safety Field Operations Engineer(s)
  - Regional Traffic Engineer(s)
  - Division Engineer(s)
  - Division Operation Engineer(s)
  - Division Traffic Engineer(s)
  - Traffic Safety Systems Engineer
  - Highway Safety Improvement Program Engineer
1. The requestor shall be notified when their [application](#) has been received and verified by a date of no later than ten (10) business days of the verification process. The letter shall be from the STAA Program Coordinator to the requestor with copies being sent to the standard distribution list.

2. The State Highway Patrol (SHP) shall be notified of the request for designation. The letter shall be from the STAA Program Coordinator to the Colonel with copies being sent to the standard distribution list and additional copies being sent to the SHP's Director of Motor Carrier Enforcement and Special Operations and the SHP's Motor Carrier Enforcement, Size and Weight Division. Written comments shall be requested to be submitted by a date of no later than ninety (90) calendar days of the verification date.
3. All counties that the requested route passes through shall be notified of the request for designation. The letter shall be from the STAA Program Coordinator to the County Board of Commissioners in care of the County Manager with copies being sent to the standard distribution list. Written comments shall be requested to be submitted by a date of no later than ninety (90) calendar days of the verification date.
4. If the requested route passes through the corporate limits of any municipalities, then those municipalities shall be notified of the request for designation. The letter shall be from the STAA Program Coordinator to the governing body of the municipality (City Council, Town Council, Board of Aldermen, etc.) in care of the City/Town Manager with copies being sent to the standard distribution list and an additional copy being sent to the mayor. If the municipality does not have a City/Town Manager, then the letter shall be in care of the Chief of Police or, if no Chief of Police, then to the Mayor. Written comments shall be requested to be submitted by a date of no later than ninety (90) calendar days of the verification date.
5. If the requested route passes through the boundaries of any Municipal Planning Organizations (MPOs), then those MPOs shall be notified of the request for designation. The letter shall be from the STAA Program Coordinator to the MPO Director. If the MPO does not have a Director, then the letter shall be to the senior planner/transportation planner. Written comments shall be requested to be submitted by a date of no later than ninety (90) calendar days of the verification date.
6. If the requested route passes through the boundaries of any Rural Planning Organizations (RPOs), then those RPOs shall be notified of the request for designation. The letter shall be from the STAA Program Coordinator to the RPO Director. If the RPO does not have a Director, then the letter shall be to the senior planner/transportation planner. Written comments shall be requested to be submitted by a date of no later than ninety (90) calendar days of the verification date.
7. On receiving a copy of the notification letter from the STAA Program Coordinator to the requestor, the Highway Safety Improvement Program Engineer will initiate expedited crash, crash rate, and critical crash rate analyses of the requested route(s) and send the information directly to the appropriate Mobility and Safety Field Operations Engineer(s) and the appropriate Regional Traffic Engineer(s) within sixty (60) business days of the verification process.

8. On receiving a copy of the notification letter from the STAA Program Coordinator to the requestor, the appropriate Regional Traffic Engineer(s) shall initiate a field investigation of the requested route (see the most current version of the “STAA Field Investigation Procedures”). If a requested route affects multiple regions, the region with the majority of the route will be responsible for coordinating and/or conducting the entire field investigation. Field investigations shall include three road miles along each direction of any intersecting route(s), and shall be concluded within ninety (90) business days of the verification process.
9. The Regional Traffic Engineer (or, if multiple regions are affected, the Regional Traffic Engineer with the majority of the route within their region) shall submit a formal and written recommendation, with appropriate supporting documentation, to the State Traffic Safety Engineer with copies going to other affected Regional Traffic Engineer(s), if any, appropriate Mobility and Safety Field Operations Engineer(s), and the STAA Program Coordinator. Recommendations shall be submitted within ninety (90) business days of the verification process.
10. The State Traffic Safety Engineer shall, by signature and date, concur with, or change, recommendations made by the Regional Traffic Engineer.
11. The State Traffic Engineer will decide whether the requested route can safely accommodate the requested vehicle combination(s), has sufficient capacity to handle the requested vehicle combination(s), and whether or not there is a public convenience and need for such designation.
12. If the State Traffic Engineer determines that the requested route can not safely accommodate the requested vehicle combination(s), does not have sufficient capacity to handle the requested vehicle combination(s), or there is no need for the designation for public convenience, then the request is denied.
13. If the State Traffic Engineer determines that the requested route can safely accommodate the requested vehicle combination(s), has sufficient capacity to handle the requested vehicle combination(s), and there is a need for the designation for public convenience, then the STAA Program Coordinator will proceed with public hearings, or the opportunity for public hearings.

#### **D. Public Hearings**

**NOTE – Public hearings, or the opportunity for public hearings, shall be published and proved in accordance with general statutes [§1-597](#), [§1-598](#), [§1-599](#), and [§1-600](#). Also, in order to comply with [Title VI of the Civil Rights Act of 1964](#), as amended, and [Executive Order 13166](#) (“Improving Access to Services for Persons with Limited English Proficiency”), all publications for public hearings, or the opportunity for public hearings, shall be published in a Hispanic language publication within any county having a [Hispanic population of at least 5% of the general population](#).**

1. The STAA Program Coordinator shall advertise the opportunity for public hearings in a news release through the NCDOT Communications Office. Send an email to the Assistant Director with the wording attached and ask that it be posted. Set the due date for comments to be the last business day of the week, a minimum of three weeks from the date of the advertisement.

**NOTE – Skip this step if a request for public hearing was received for each affected county in comments from steps 3, 4, 5, or 6 in the previous section (“Review and Evaluation”).**

2. The STAA Program Coordinator shall publish the opportunity for public hearings in the legal section of a newspaper in each affected county (in accordance with [§20-115.1, g. 3](#)). Use the same wording/advertisement from step 1.

**NOTE – Skip this step if a request for public hearing was received for each affected county in comments from steps 3, 4, 5, or 6 in the previous section (“Review and Evaluation”).**

**NOTE – Skip this step for a specific county if a request for public hearing was received for that county in comments from steps 3, 4, 5, or 6 in the previous section (“Review and Evaluation”).**

3. The STAA Program Coordinator shall post the opportunity for public hearings in the county courthouse in each affected county (in accordance with [§20-115.1, g. 3](#)). Each courthouse will need to be contacted individually as this process is different for each courthouse. Use the same wording/advertisement from step 1.

**NOTE – Skip this step if a request for public hearing was received for each affected county in comments from steps 3, 4, 5, or 6 in the previous section (“Review and Evaluation”).**

**NOTE – Skip this step for a specific county if a request for public hearing was received for that county in comments from steps 3, 4, 5, or 6 in the previous section (“Review and Evaluation”).**

4. If public hearing(s) have been requested, or following the closing date for requesting public hearings, the STAA Program Coordinator shall notify the State Highway Administrator of the proposed designation. This notification shall be in the form of a memo from the State Traffic Engineer to the State Highway Administrator with copies going to the Secretary of Transportation, the Chief Operating Officer, appropriate Division Engineers, and the State Traffic Safety Engineer, and shall include a brief overview of the proposed route, the original requestor(s), a statement of compliance with [§20-115.1, g. 1-3](#), whether or not a public hearing has been requested, and the next step in the process.
5. If a request for public hearing(s) has been received, the STAA Program Coordinator will coordinate with the NCDOT's Public Involvement and Community Studies Group (PICS) to schedule and run the public hearing(s). The STAA Program Coordinator shall provide a handout to the PICS for the public hearings.

**NOTE – Skip this step if no public hearings were requested.**

6. If a request for public hearing(s) has been received, and once the NCDOT's Public Involvement and Community Studies Group has scheduled the public hearing(s), the STAA Program Coordinator shall request a news release through the NCDOT Communications Office, shall advertise the public hearing(s) in the legal section of a newspaper in each affected county, and shall post the public hearing(s) at the courthouse in each affected county (in accordance with [§20-115.1, g. 3](#)). Refer to steps 1 through 3, above.

**NOTE – Skip this step if no public hearings were requested.**

7. If public hearing(s) have been requested and established, the STAA Program Coordinator shall notify, by email, the appropriate Division Engineer(s), Division Operations Engineer(s), Division Maintenance Engineer(s), Division Traffic Engineer(s), Mobility and Safety Field Operations Engineer(s), Regional Traffic Engineer(s), the State Traffic Safety Engineer, and the North Carolina Trucking Association's (NCTA) Director of Safety and Security of the date(s), time(s), and location(s) of the hearing(s). The email will also state that the Regional Traffic Engineer(s) conducting the field investigation, or their designee, is required to attend each appropriate hearing along with the State Traffic Engineer.

**NOTE – Skip this step if no public hearings were requested.**

8. The STAA Program Coordinator shall provide to the NCDOT's Public Involvement and Community Studies Group a handout (including maps, a copy of the field investigation and recommendations, and a comment sheet) appropriate for each public hearing scheduled. The comment sheet shall provide a minimum of two weeks following each hearing for postmarked/time stamped comments to be returned.

**NOTE – Skip this step if no public hearings were requested.**

9. After completion of any and all public hearings, the State Traffic Engineer shall review any transcripts, comments, and other related information with the State Traffic Safety Engineer, the STAA Program Coordinator, the Mobility and Safety Information Engineer, appropriate Mobility and Safety Field Operations Engineer(s), and appropriate Regional Traffic Engineer(s).

## ***E. Legislative Consultation***

1. After completion of any and all public hearings, and the /review of any transcripts and comments, the State Traffic Engineer shall consult with the Joint Legislative Commission on Governmental Operations regarding the route designation (in accordance with [§20-115.1, g](#)). This consultation shall take place in the form of a letter from the State Traffic Engineer to the chairpersons of the Commission with copies going to the Secretary of Transportation, the State Highway Administrator, and the Department's Legislative Liaison. The letter shall include a brief overview of the proposed route, the original requestor(s), statement of compliance with [§20-115.1, g, 1-3](#), and any support and/or opposition (or a statement of no opposition if none has been received). Consultation shall conform to [Commission Guidelines](#) and will generally be completed within ninety (90) days unless additional information or consultation is requested by the Commission.

## ***F. Approval or Denial***

1. Once the State Traffic Engineer has consulted with the Joint Legislative Commission on Governmental Operations, the State Traffic Engineer shall then notify the Board of Transportation of the intention to designate.
2. If the Board of Transportation disapproves the designation, then the request is denied.
3. The requestor shall be notified by letter from the State Traffic Engineer to the requestor once a request has been approved or denied. All denials must include the reason(s) for the denial. The letter shall have copies sent to the standard CC list in the previous sections and additional copies sent to the Joint Legislative Transportation Oversight Committee, the Department's Legislative Liaison, Director of the Oversize/Overweight permits Unit, the Colonel of the State Highway Patrol, the SHP's Director of Motor Carrier Enforcement and Special Operations, the SHP Motor Carrier Enforcement's Size and Weight Division, appropriate County Manager(s), and appropriate City/Town Manager(s). If approved, additional copies shall also be sent to the Director of Preconstruction, the Director of Asset Management, the Safety Planning Engineer, and the Safety Evaluation Engineer. The notification letter shall have the following information:
  - Name of Company or Individual
  - Statement of approval or denial
  - Reason(s) for denial (if denied)
  - Type of approved/denied vehicle combination (53-foot trailer, twin trailer, or both)
  - Description of designated route including terminals or NN/NCTN connections
  - Date of approval/denial
  - Signature of the State Traffic Engineer
  - Tracking number (project number, designation request number, etc.)
4. If the route designation (or portion thereof) is denied and no truck restrictions currently exists, Regional Traffic Engineers shall submit truck restriction ordinance(s) for the route, or each portion thereof, where the safety issue(s) exist based on the specific reason(s) leading to the denial – see [ordinance Chapter 5 \(Truck Ordinances\)](#) for additional information.



5. If designation is approved for any roadway segments where truck restrictions exist then the truck restriction ordinance(s) shall be rescinded or rewritten to eliminate any conflicts with the designation – see [ordinance Chapter 5 \(Truck Ordinances\)](#) for additional information.
6. The STAA Program Coordinator shall ensure that any routes approved for designation are entered into the ordinance system as designated routes for the approved vehicle combination(s) – see [ordinance Chapter 5 \(Truck Ordinances\)](#) for additional information.
7. The STAA Program Coordinator shall ensure an updated [North Carolina Truck Network](#) map and an updated [truck restriction table](#) are loaded onto the internet, if needed.
8. The STAA Program Coordinator shall have a news release issued by the [Communications Office](#) for any approved designations.
9. The STAA Program Coordinator shall TECO all related WMS orders.

**G. *National Network***

If it is desired that the approved designated route be part of the [National Network](#), then the State Traffic Engineer, or his/her designee, shall work with the United States Department of Transportation, through their local office, to attain approval for addition of the designated route to the [National Network](#).